

REQUIREMENTS

SAMPLING FOR HAZARDOUS MATERIALS (SFHM) (165.9)

FACILITY REQUIREMENTS

1. Classroom Space

Three rooms are required to present this course. The classroom should be approximately 50×30 feet and have enough tables and chairs to comfortably seat a maximum class size of 30 students and provide about 3 linear feet of desk space per student. Three extra tables for instructor use are also needed. The classroom should have adjustable lighting and adequate ventilation and electrical outlets. If the room has windows, it should have adequate blinds to allow use of 35-mm slides. The second room should be an accessible ground floor storage room approximately 20×15 feet, preferably located close to an outside loading area and/or the field exercise area. The third room should be approximately the same size as the classroom. This room should have tables and seating for 15 students, and will be used for exercises.

2. Field Exercise Area

The following area must be available for a field exercise on Tuesday and Wednesday. This area should be approximately 100×100 feet. A water faucet must be within 50 feet of this area and water must be made available. There must be an area approximately 30×20 feet where soil samples can be taken to the depth of 2 to 3 feet. Sample collection involves digging at least 20 small holes in the soil to a variety of depths; therefore, the area must be free of utility lines. Please have someone available to show the course director the appropriate areas prior to Tuesday afternoon. It is also requested that the area be located near a small stream, pond, or ditch for surface water sampling and sediment sampling.

3. Facility Access

ERTP staff will require 24-hour exclusive access to and use of the classrooms from course setup through closure. The course director will arrange the initial setup time and discuss exclusive use requirements with the facility contact. The initial setup will take place on Monday afternoon. The instructors will leave the facility by 4:15 p.m. Thursday afternoon; however, the equipment will not be picked up until Friday morning.

4. Audio-visual Equipment

The classroom should contain the following materials:

- Chalkboard, chalk, and erasers **or** white board, markers, and erasers

These materials will be needed each day. If the materials are not available at the facility, please notify the course director so alternate arrangements can be made to ship these materials to the facility.

5. Refreshments and Meals

Coffee and soft drinks that students can purchase should be available near the classroom. A list of nearby, quick-service restaurants and maps to these restaurants should be provided to Environmental Response Training Program (ERTP) Training Registration 8 weeks prior to the course.

6. Telephones

The facility should have telephones available for outgoing telephone calls. The facility contact should provide the course director with a telephone number that can be used for incoming emergency calls and messages.

7. Maps and Area Information

A legible map (not hand drawn) indicating the locations of the facility and area hotels should be sent to ERTTP Training Registration 8 weeks prior to the course. Hotel names, addresses, telephone numbers, and regular and government rates should be included. Directions to and from the airport should also be provided, either on the facility and hotel map(s) or on a separate map.

PARTICIPANT INFORMATION

This course is designed to provide personnel with little or no sampling experience with practical information on effectively sampling hazardous materials.

No more than 30 participants may be enrolled in each SFHM course. Any deviations in class size must be approved in advance by the course director. ERTTP Training Registration and the local contact must coordinate participant registration. Any questions the participants have about enrollment in ERTTP courses should be directed to ERTTP Training Registration (participants in EPA Region 1, 6, and 8 should direct questions to the regional training contact).

The local contact should inform participants of the following course-related information:

- No special clothing is required; casual dress is encouraged
- The Tuesday and Wednesday field exercise will be conducted regardless of rain or snow
- The course lasts 3 days, starting Tuesday at 8:00 a.m.
- Class begins each day at 8 a.m. and runs until 5:00 p.m. Tuesday and Wednesday; the course ends at 1 p.m. on Thursday
- To receive an EPA course certificate, 100-percent attendance is mandatory.

SHIPPING REQUIREMENTS

1. Facility Contact

The name and telephone number of the facility contact should be provided to E RTP Training Registration. The facility contact will be responsible for receiving two shipments of equipment. Two shipments will arrive by Federal Express and/or United Parcel Service; and another will arrive by moving van. The two express shipments will contain approximately 6 shipping cases and 8 cardboard boxes; the moving van shipment will contain approximately 40 shipping cases and five drums. All materials must be stored in a secure area after they are received. Course instructors will require access to these materials at the time of course setup, Monday afternoon.

2. Equipment Delivery

The physical address (if different from the mailing address), telephone number, and hours of operation for the facility must be provided to E RTP Training Registration so shipping arrangements with Federal Express and/or United Parcel Service and the commercial carrier can be made. Neither Federal Express nor United Parcel Service will not deliver to a post office box or leave materials after hours.

The equipment is delivered to the facility in three shipments. Two shipments are delivered by Federal Express and/or United Parcel Service; one shipment is delivered by a commercial carrier. The first express shipment is usually delivered by 4:30 p.m. on the Friday before the course. The second express shipment will be delivered Tuesday morning. The commercial carrier shipment should arrive by 12 noon on Monday. The course director will verify whether or not the shipments have been received at the facility. E RTP staff will call Federal Express and/or United Parcel Service and the commercial carrier to trace the shipments, if necessary.

3. Bills of Lading

When receiving equipment, the facility contact should sign the moving subcontractor's bill of lading and accessorial services. The driver will leave a copy of all shipping documents, which should be given to the course director.

When the commercial mover picks up the equipment, the facility contact should first sign the moving subcontractor's bill of lading and accessorial services and then remove and forward the documents to E RTP, 1930 Radcliff Drive, Cincinnati, OH 45204.

4. Shipping of Equipment

Normal Federal Express and/or United Parcel Service pickup for materials being shipped back to the E RTP Training Center in Cincinnati, Ohio, is on Friday between 12:00 noon and 4:30 p.m. The commercial carrier will pick up the equipment Friday morning between 8 a.m. and 12 noon.